

CONFIDENTIAL

Approved For Release 2005/03/24 : CIA-RDP83M00171R000800220003-3

Executive Registry

80-8260

(9)

17 November 1980

See - 3

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MEMORANDUM FOR: See Distribution

FROM : Deputy Director of Central Intelligence

SUBJECT : Handling of Sensitive Information

1. It has come to the attention of the offices of the DCI and DDCI that certain particularly sensitive information, including documents on DDS&T special projects, is not being handled correctly in the DCI Area with respect to good record keeping and security practices. Certain sensitive documents are being handcarried directly to the DCI or DDCI offices thereby completely bypassing the Executive Registry.

2. The Executive Registry acts as the sole record keeping arm of the DCI and DDCI's offices. When this arm is bypassed, the record keeping system cannot show whether such sensitive documents or projects have been seen, approved/disapproved, or given directed action by the DCI or DDCI. Furthermore, inappropriate handling can lead to unauthorized disclosure of sensitive projects. In order to amend the system the following action will be adhered to when handling particularly sensitive information.

a. Particularly sensitive items which are handcarried to the immediate offices of the DCI and DDCI will first be registered for control purposes through the Executive Registry.

b. If the particular office serving the handcarried sensitive material does not want a copy to be retained in the Executive Registry, it is requested that the action office concurrently provide the Executive Registry with a blind memorandum. This blind memorandum serves as a record showing the existence of the paper and any comment or decision made by the DCI or DDCI. The action office will become the office of record but the Executive Registry will have a trail to that particular office for future reference. A sample of a blind memo is attached.

c. In cases where applicable, the Executive Secretary, Chief and Deputy Chief of Executive Registry will be briefed on special projects in order to comply with secure handling of the sensitive documents.

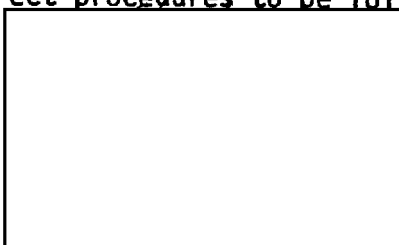
25X1

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3. These procedures were previously set forth in a memo on the same subject from the Executive Secretary dated 28 July 1978. They are again being distributed in order to remind each Deputy Director and Office Head of the correct procedures to be followed.

25X1



**Attachments:**

Blind Memorandum Sample  
Executive Secretary Memo,  
dated 28 July 1978

**Distribution:**

Deputy Director for Resource Management  
Deputy Director for Collection Tasking  
Deputy Director for Administration  
Deputy Director for Operations  
Deputy Director for Science & Technology  
Deputy Director for National Foreign Assessment  
Director of Public Affairs  
Legislative Counsel  
General Counsel  
Comptroller  
Director, O/PPPM  
Director, EEO

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S A M P L E

MEMORANDUM FOR : Director of Central Intelligence

VIA : Deputy Director of Central Intelligence

FROM : Deputy Director for Operations

SUBJECT :



ACTION REQUESTED : Review and Approve

\* ACTION TAKEN : DCI approved...or DCI returned to DDO with comment

OFFICE OF RECORD : DDO

\* To be recorded by SA/DCI or originator (in those cases where the DCI or DDCI personally hands the paper back to DD) and furnished Executive Registry.

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Executive Registry

ES 78-10

78-2169

28 July 1978

MEMORANDUM FOR: See Distribution

FROM : Executive Secretary

SUBJECT : Handling of Particularly Sensitive Information

1. In light of the discussion at the 24 July staff meeting concerning subject, this office will continue the following activities and requests your cooperation:

a. Provide copies of the Director's Daily Journal (the summary of significant correspondence) on a daily basis. You are reminded that no copies are to be made, that they be returned with each new edition, and those to whom we cannot handcarry, i.e., DD/CT and DD/RM, will certify their destruction. These instructions will henceforth appear on each issue as a reminder.

b. Particularly sensitive memoranda of conversation reflecting the DCI's sessions with the President, Secretaries of State and Defense, as well as Dr. Brzezinski, will be disseminated on an extract basis. In those cases where the totality of the memoranda is of interest to a single directorate or senior staff component, we will forward the reminder as appropriate that no copies of the entire memorandum are to be made.

c. Copies of the Staff Notes (minutes of the Morning Meeting) will continue to be furnished only to the offices of the DCI and DDCI, with the original being retained here for future reference. Extracted portions of the Notes wherein the DCI or DDCI direct action will continue to be sent to you in a sealed envelope by hand as a reminder.

d. Particularly sensitive items which you handcarry to the immediate offices of the DCI and DDCI will be registered for control purposes in the event the DCI or DDCI, upon receipt, provide you written guidance or approvals. We will record same and handcarry to your immediate office. As most of you know, I receive their out-box material and have a responsibility to dispose of it, recording as appropriate for future reference any instructions or distribution they may direct and suspending related action items.

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2. If you are serving up a particularly sensitive paper via your own hand, which is actionable, and do not wish a copy to be retained in the Executive Registry, it is requested that you concurrently provide me with a blind memorandum which will record the existence of the paper and eventually reflect any DCI or DDCI comment or decision on the topic. You will become the office of record but we will have a trail to it for future reference. This blind memorandum system is in modest existence at the present time (see attached), and the DCI's or DDCI's action can be recorded by their secretaries or staff assistants to our mutual advantage.

3. Having served five DCIs, I am painfully aware of several instances where, during the course of an investigation, their handling of a situation has come into question simply because there is no record of their careful disposal of related actionable papers. In the heat of the day and given the legitimate sensitivity of the topic, the DCI's decisions were the victims of handcarry and no record was made except in the originating office whose files were subsequently misplaced or inadequately recorded. We have a responsibility to Admiral Turner and future DCIs to see that the Executive Registry has complete a record as possible.

4. I would welcome any suggestions you may have on the above.

B. C. Evans

B. C. Evans

Attachment:

Blind Memorandum Sample

Distribution:

Deputy Director for Resource Management  
Deputy Director for Administration  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Deputy Director for National Foreign Assessment  
Deputy Director for Collection Tasking  
-Director of Public Affairs  
Legislative Counsel  
General Counsel  
Inspector General  
Comptroller

O/ES/Evans:sk

Distribution:

As above

1 - DCI

1 - DDCI

✓ 1 - ES

1 - ER

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